



FOUNDATION



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Port Vale Foundation use the power of Port Vale Football Club *to create opportunities to engage, motivate and inspire people to improve their lives and their communities.*

We are a values led organisation and strive to live and breathe them each and every day. Our values are:

- **Passionate** – We are passionate about supporting the people of Stoke on Trent and Staffordshire to improve their lives and their communities
- **Collaborative** – We foster and develop innovative partnership with wide ranging organisations to maximise our impact and outcomes
- **Integrity** – We use a robust evidence base and proven practice to inform decisions, measure impact and sustain our activity
- **Inclusive** – We create opportunities for everyone from every background to take part in our programmes and have positive experiences, which lead them to fulfil their potential
- **Excellence** – We provide high quality experiences and support for participants, partners, professionals, and staff
- **Proud** – We celebrate success and are visible to everyone, meaning we are valued by our club, our partners, and our community.

To fulfil our mission, we are actively looking to contribute to local, regional and national priorities, using the Port Vale Football Club Foundation brand to positively impact on a range of agendas such as increasing sport and physical activity, improving health, increasing education standards and improving community cohesion.

To focus and influence the Port Vale FC Foundation in achieving our mission whilst supporting and tackling local priorities, our work is categorised under four core areas:

- Sport & Physical Activity
- Health & Well-being
- Education & Employability
- Community Engagement

Under each of our areas, we also identify a number of priorities for Port Vale FC Foundation Trust that are aligned to various local, regional and national plans and strategies – ensuring that our work contributes to the wider strategic context for Sport, Health, Education and Inclusion.

Role Profile – Education coordinator

Role Reports to: Education manager

Hours: 37.5 hours (fixed term)

Pay scale: Competitive salary

The Role: Education Coordinator (primary & secondary schools)

Port Vale Foundation is an independent and registered charity. We use the power Port Vale Football Club to create opportunities through the power of the football club to engage, motivate and inspire people from all sections of our community, helping them to fulfill their potential.

To support the strategic growth of Port Vale FC Foundation, we are looking to appoint a highly motivated, skilled, and passionate individual to become an Education Coordinator within the Education & Employability department.

Within this role you will be responsible for the coordination of all primary and secondary school projects and working in collaboration to develop new initiative.

Your focus will be on quality assurance and ensuring that the foundation is delivering to the highest standards within the school provision.

Main Responsibilities and Accountabilities

- To manage primary & secondary lead staff in the planning and delivery of lesson plans, schemes of work, and lesson content.
- To effectively market and promote the education offer to ensure recruitment growth of young people onto programmes for primary and secondary education
- To establish and carry out the relevant administration, prepare reports, undertake research, provide briefings, attend meetings, and provide management information as necessary
- Ensure timetables for weeks and terms are all up to date.
- Manage the Premier League Primary Stars (PLPS) coordinator and oversee the delivery plan for Premier League Primary Stars (PLPS)
- To effectively monitor and drive continuous improvements across the department
- To assist the Education Manager in the maintenance of high-quality relationships with stakeholders and parents
- To ensure that all data, monitoring, and evaluation is captured and inputted on Views/salesforce as well as any other platforms required through funded projects
- Help create new programmes in line with the Foundation business strategy.
- Be responsible for primary and secondary school budgets and report back to education manager.
- To ensure the correct procedures are adopted in the event of an emergency/safeguarding/health and safety/safeguarding.
- To keep registers of all participants stored safely and support the department lead with recording, monitoring, and evaluation.
- Ensure GDPR is adhered to, and the evaluation of the participants is collected and recorded.

Key Skills & Experience

- Experience in supporting the planning, delivery sports coaching programs
- Experience in working with children and Young People.
- Ability to develop and maintain strong relationships with key partners, schools, and community-based organisations
- The ability to work under own initiative and demonstrate Port Vale Foundation values every day.
- Flexible to work evenings and weekends around the needs of the Foundation.
- Proficiency with Microsoft Office package and excellent IT skills
- Excellent verbal and written communication skills
- Strong time and task management skills

General

- Demonstrate the values of Port Vale Foundation at all times and adhere to all policies and procedures in the employee handbook
- Ensure maintenance of a professional appearance to include dress, presentation, hygiene, attitude, and conduct
- To be aware of and comply with current Health and Safety Regulations and the Foundations Health and Safety policy and procedures as they relate to the duties and responsibilities of the post
- To undertake any appropriate training as required
- To maintain awareness of risks and feed these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager
- To undertake any other duties that may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post
- To be aware of our Company Policies and Procedures which may be updated from time to time; to ensure that your actions and behaviour are consistent with and champion the requirements of those policies and procedures at all times.

Person Specification – Lead Coach

	Essential/Desirable	How Assessed
Relevant Experience		
Previous experience Delivering/Leading curriculum time lessons.	Essential	Interview/Application
Experience in delivering high quality EYFS, KS1, KS2 PE lessons.	Desirable	Interview/Application
Evaluating impact of sessions	Desirable	Interview/Application
Formal Academic Qualifications		
Math's & English GCSE C or above	Essential	Application
Further Education around Sports Coaching and Development	Desirable	Application
Degree in a sport/educational related subject	Desirable	Application
Vocational Qualifications and Training		
First Aid & Safeguarding Certificates	Desirable	Certificates/Interview
Enhanced DBS Check	Desirable	Certificates/Interview
FA Licensed Coach Member	Desirable	Certificates/Interview
Health & Safety at Work	Desirable	Certificates/Interview
Specialist Knowledge		
Good Knowledge of current PE school curriculum and OFSTED guidelines	Essential	Certificates/Interview
Other level 2 NGB Awards	Desirable	Certificates/Interview
Multi Skills Level 2	Desirable	Certificates/Interview
Job Related Skills and Abilities		
Be able to communicate effectively with participants, customers, visitors and staff	Essential	Interview
Good IT Skills, including word processing, spreadsheets and databases	Essential	Interview
Ability to deliver KPIs against project plans on time and within budget	Essential	Interview
Ability to work under own initiative and be proactive in driving the organisation forward	Essential	Interview
Physical Requirements and Personal Attributes		
To represent Port Vale Foundation Trust in a professional manner at all times; to include dress, presentation, hygiene, attitude, conduct and professionalism	Essential	Interview/References
Enthusiasm for the job	Essential	Interview
A positive attitude towards professional development and their own learning	Desirable	Interview
Creative in problem solving situations together with a willingness to take on or try new approaches and ideas	Desirable	Interview
Special Working Conditions		
Have a clean enhanced DBS check.	Essential	Interview
Hold a valid full, clean UK Driving licence.	Desirable	Interview
Required to work evenings and weekends and occasional match days when requested.	Essential	Interview
Reliable approach to working hours	Essential	Interview/References

If you would like to apply for this role please complete an application form that can be found at www.portvalefoundation.co.uk/job-vacancies

Email the completed application form to Nicola.stanway@port-vale.co.uk or you can send it by post to:

Job Vacancies
Port Vale Foundation
Vale Park
Hamil Road, Burslem
Stoke-on-Trent, ST6 1AW

If you require any more information, please call us on 01782 757066.